



**USAID**  
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**| WEST AFRICA**

**SOLICITATION NUMBER: 72062422R100007**

**ISSUANCE DATE:** January 24, 2022

**CLOSING DATE:** February 04, 2022

**SUBJECT: Solicitation for a Cooperating Country/Third Country National  
Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist –  
HIV/AIDS (USAID/Cameroon)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**Alexander  
Bond**

Alexander Bond  
**Contracting Officer**

Digitally signed by Alexander  
Bond  
Date: 2021.12.29 08:26:18  
-05'00'

U.S. Agency for International Development  
No. 24 Fourth Circular Rd.  
P. O. Box 1630, Accra-Ghana

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## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO: 72062422R100007**
- 2. ISSUANCE DATE: January 24, 2022**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 04, 2022 at 11:59 pm Yaoundé time.**
- 4. POINT OF CONTACT: [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)**
- 5. POSITION TITLE: Project Management Specialist – HIV/AIDS**
- 6. MARKET VALUE: CFA 19,340,869– CFA 32,879,471 equivalent to FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Cameroon. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a **April 2022**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Yaoundé, Cameroon** with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Cameroon. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance

## **11. STATEMENT OF DUTIES**

### *1. General Statement of Purpose of the Contract*

Under the general supervision of the USAID PEPFAR Team Lead Cameroon, the incumbent of this position will provide technical leadership on the design, implementation, and reporting of innovative HIV prevention programming and service delivery targeted to the unique needs of key populations and other priority populations such as orphans and vulnerable children (OVC) and adolescent girls and young women (AGYW). Responsibilities include day-to-day program management and development, monitoring and reporting, to ensure that implementing partners have the capacity to deliver high-quality interventions in line with program strategic objectives and global best practices. As

delegated by the Contracting Office, s/he will serve as Agreement Officer/Contracting Officer Representative (AOR/COR) or activity manager for HIV prevention and support activities, providing technical and financial oversight. S/he will participate in national meetings/technical working groups tasked with evaluating, creating, and/or updating existing national policies on HIV/AIDS prevention, OVC care and support, and other relevant policies. The incumbent is also expected to have regular contact and collaboration with counterparts within government ministries and agencies, as well as a wide range of civil society organizations; other donor and international organizations; and other U.S. Relief (PEPFAR).

The position is currently located at the U.S. Embassy in Yaoundé, Cameroon and will require some travel (30- 40%) within and outside the country.

## *2. Statement of Duties to be Performance*

### **1. Partner Management and Oversight - 50%**

The HIV Prevention Specialist shall manage and oversee services and deliverables provided by implementing partners, in accordance with USAID program management regulations and procedures, and practices. The incumbent may serve as activity manager or formally designated as the A/COR or alternate, managing annual budgets that range from \$1.7 million to \$4.2 million. In this capacity, the incumbent takes a major role in the development of program strategies and approval of annual work plans and budgets, quarterly reports, and other required documentation.

The incumbent is expected to provide technical guidance and direction to implementing partners on management and implementation of activities, consistent with USAID, PEPFAR, and host country guidelines and policies. This includes ensuring interventions are gender and age-sensitive, address cultural norms, and are appropriate for multiple populations (including hard-to-reach populations) and age groups. This involves periodic management meetings and site visits to review progress, identify areas in need of course correction, and provide updated technical information on HIV prevention programming and service delivery. The incumbent is also expected to work closely with U.S. Government counterparts and other stakeholders (including government, international organizations, non-government organizations, etc.) to ensure complementarity of programming including maintaining linkages across the clinical cascade; and address critical challenges and barriers that impede the achievement of targeted outcomes.

Finally, the incumbent is expected to hold reviews and provide feedback on all data generated by implementing partners on a quarterly basis. This will also include participating in Data Quality Assessments (DQAs) in quality improvement activities through the Site Improvement Monitoring System (SIMS) process.

### **2. Technical Advice on HIV prevention programming and service delivery 40%**

The HIV Prevention Specialist serves as a subject matter expert on HIV prevention programming, providing technical advice at three levels intra-agency, interagency, and

national.

At intra-agency level, the incumbent will provide recommendations on HIV prevention program direction, including participating in technical design of new projects (preparation of project appraisal document, etc.), provide technical evaluation of assigned proposals and recommend amendments/approval. The incumbent will lead on development of innovative strategy and interventions to reach key populations and other priority populations such as AGYW and OVC including providing technical support and guidance focused on improving the quality and responsiveness of combination HIV prevention programming based on ground-breaking research and evidence-based tools. Finally, the incumbent will contribute to program research and learning agendas related to HIV prevention and support the analysis, interpretation, and use of HIV prevention data to inform decision-making and programmatic adjustments.

At interagency level, the incumbent will be an integral member of the PEPFAR Cameroon interagency team composed of USAID, U.S. Centers for Disease Control and Prevention (CDC), Department of State, Department of Defense, and Peace Corps. In this capacity, the incumbent will serve as expert on all matters pertaining to HIV prevention programming and service delivery. The incumbent is expected to actively participate in PEPFARS Business Cycle including contributing to the development of annual country Operational Plans; quarterly oversight and accountability review team (POARTs) calls; and other PEPFAR reporting requirements.

At national level, the incumbent is expected to participate in government meetings, technical working groups, international workshops and other platforms dealing with HIV/AIDS as they relate to prevention programming and service delivery. The incumbent will represent USAID at technical, policy and strategic planning meetings, and brief USAID colleagues (and as needed, interagency colleagues) on the results of such meetings.

### **3. Other program support 10%**

Other duties as assigned may include organizing and participating in field visits by external parties that highlight USAID and/or PEPFAR programming in Cameroon; preparing briefings for VIP visitors; lead the identification, design, and writing of technical publications and abstracts to share program achievements and best practices; and serve as spokesman as required on matters within his/her technical expertise.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervision Received: Position is supervised by USAID's PEPFAR Team Lead.
4. Supervision Exercised: None

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

To be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a. Education:** Bachelor's Degree in Public Health, Social Sciences or related field is required.
- b. Prior Work Experience:** At least five (5) years of experience in technical oversight, design, and implementation of HIV/AIDS programs.
- c. Language Proficiency:** Fluency and proficiency in French and English for both oral and written communication is required. Candidates may be tested to establish the level of proficiency.

## III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

The following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for a written text and/or interview as part of the selection process.

### **1) Work Experience (15%)**

At least five (5) years of experience in technical oversight, design, and implementation of HIV/AIDS programs. Candidate should have experience implementing one or more programs in the following areas: HIV prevention, service delivery, community-based programming for PMTCT, PLHIV and OVC; pediatrics and adolescent care; experience working with key populations.

### **2) Knowledge (35%)**

The incumbent must demonstrate knowledge in HIV prevention including applying new prevention technologies in activity design and implementation. Good knowledge of the project management cycle (phases and processes) is also required. Finally, the incumbent must demonstrate knowledge in one or more of the following areas: (1) prevention and control of sexually transmitted diseases in general; (2) ethical issues involved in HIV prevention programming, as concerns key populations and priority populations such as OVC and AGYW in Cameroon; and (3) comprehensive knowledge of the health context and structural issues in Cameroon including familiarity with HIV-related policies and regulations (particularly those related to HIV prevention, OVC programming, and/or adolescent health).

### **3) Skills, and Abilities (35%)**

Strong oral and written communications skills are required. In addition, the incumbent must possess:- (1) excellent organizational skills in order to multitask and stay organized in a complex, frequently changing environment; (2) ability to lead project teams and workgroups and to develop effective working relationships with colleagues and external stakeholders; (3) exercise considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex and can be threatening to stakeholders; (4) strong negotiation skills including ability to influence colleagues, host government and other external stakeholders, and implementing partners to adopt appropriate strategies for their program activities; (5) intermediate user level knowledge of Microsoft Word, Excel and PowerPoint; (6) strong skills with interpretation of program monitoring and evaluation of data; (7) self-accountability for all work activities and ability to operate independently with limited direct supervision of day-to-day activities.

### **4) Communication Proficiency Skills (15%)**

Must be fluent in English (level IV) with the ability to draft and read complex technical documents. Working knowledge of French (level III), which includes ability to understand and conduct technical discussions with host government counterparts and other stakeholders.

### **Total Possible Points: 100 points**

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications

from candidates who do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete, sign and attach the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/documents/offeror-information-personal-services-contracts-individuals-aid-309-2> or <https://www.google.com/search?q=usaid+aid+309-2>
2. Offeror must also submit a signed cover letter and a resume.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time and submitted via email to [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov).
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The Contracting Officer (CO) will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Fingerprint Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
  - e. Salary Advance (0% interest)
  - f. Social Security Contributions
  - g. Local and American Holidays
  - h. Social Security Contribution
2. ALLOWANCES (as applicable):
  - a. Miscellaneous Allowance

## **VII. TAXES**

The Mission emphasize to its employees the fact that they are obliged to observe Cameroonian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Cameroonian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary in accordance with Mission policy and local labor laws.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:



**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNI T (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: 631-MOD-21-PM-021	1	LOT	\$ _TBD__	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION